

VACANCY ANNOUNCEMENT # 07/01/03

ADMINISTRATIVE ASSISTANT,
FSN-8 (OR); FP-6 (EFM/MOH/NOR)

From: HR – Marianne Kompa
Open to: All Interested Candidates
Opening Date: January 23, 2007
Closing Date: February 6, 2007
Work Hours: Full-time - 40 hours per week

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
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The U.S. Embassy is seeking an individual for the position of Administrative Assistant in the Public Affairs Section (PAS).

Basic Function of Position

The incumbent independently provides administrative backup for the Post's program promoting and improving the teaching of English, provides any necessary administrative support to the Regional English Language Officer (RELO) such as, but not limited to, assisting with general correspondence, cables, email, data collection, record keeping, travel arrangements, and the RELO web site, develops and implements projects, and organizes, implements and administers these projects when the RELO is traveling outside of Peru.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2168.

Qualifications Required

1. Education: University degree in Teaching English as a Foreign Language (TEFL), Education, Translation or related field is required.

2. Prior Work Experience: At least two years of teaching experience at the secondary or university level or in teacher training or organizing conferences or workshops is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability is required. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Knowledge: Must have a broad knowledge of the field of Teaching English as a Foreign Language, including state-of-the-art techniques and methodology.

5. Skills and Abilities: Must be able to use the Internet to research relevant information.

Selection Process

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To Apply

Interested candidates for this position should submit the following:

1. ***For applicants from within the Mission – Memorandum of Application and a resumé***, please contact the Human Resources Office, extension 2168 for this form or download the form from the intranet (HR Forms).

2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2168
Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or child who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and already has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: February 6, 2007

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: PAS – Kitty Johnson _____